



## King County

### *Director, Records and Licensing Services Division*

**REPORTING TO:** County Administrative Officer  
**BUDGET:** \$13.7 million  
**SALARY:** \$119,254.10 - \$151,161.50 plus excellent benefits package

### King County

King County is located in the scenic Pacific Northwest. It serves a population of 1.9 million residents and covers 2,134 square miles containing 39 cities, 760 lakes and reservoirs, six major river systems and 3,000 miles of streams. Its sophisticated urban areas include the cities and the suburbs of Seattle, Bellevue, and Redmond and a growing and very diverse population center in South County. Its rural areas include vast forests, working farms, the Cascade Mountain Range, Lake Washington, Lake Sammamish, and the dynamic waterfront of Elliot Bay and Puget Sound.

Within easy reach of King County's borders are the beautiful San Juan Islands, Vancouver, B.C., Olympic National Park, and the world famous wineries of Eastern Washington. King County is a multi-modal transportation hub connecting business partners, cultural resources, and hosts visitors from around the world.

King County is positioned to do well even during economic downturns due to its location on the Pacific Rim, a highly-educated workforce, a dynamic business environment, award-winning schools, world-class medical care and facilities, vibrant and historic neighborhoods, beautiful parks, an award-winning system of trails and open spaces, and great festivals and events.



## The Division

The Records and Licensing Services (RALS) Division of King County Government is organized into five (5) Sections: Administration, Recording and Licensing, Regulatory Services, Regional Animal Services, and Archives and Records Management. Each Section is headed by a Manager reporting to the Director. The Division budget for Fiscal Year 2010 is approximately \$13.7 million and there are approximately 122 Division-wide FTE's.

The Division is staffed by dedicated, hardworking individuals who possess and exhibit a strong sense of pride in the work they do. The culture is encouraging of change and progress, and the County organization values innovation, creativity and lasting improvement at all levels.

RALS is one of the seven (7) Divisions / Offices that comprise the Executive Services Department. The others are the Office of Civil Rights, the Office of Emergency Management, the Office of Risk Management, the Facilities Management Division, the Finance and Business Operations Division, and the Human Resources Division. The Department is led by the County Administrative Officer. The selection of the new Director must be approved by the County Administrative Officer and County Executive and then confirmed by the County Council.



## The Position

The Division Director has primary responsibility for ensuring and maintaining the County's compliance with various State and County regulations that govern the County's operational and administrative activities. Additionally, the Director is responsible for achievement of the Department's mission, vision and goals within the policies, guidelines, procedures and priorities established by King County as they relate to the Recorder's Office, Vehicle, Vessel and Taxicab Licensing, Archives and Records Management, Regional Animal Services, Animal Licensing, and Marriage Licensing. A key focus for all county management is accountability for delivery of direct and excellent customer service.

The Director advises the County Administrative Officer in setting policy and program direction for the Division. He/She serves as the County's representative on external, internal and intergovernmental committees and projects, and directs and oversees the provision of a wide variety of public services.

The Director has direct supervisory responsibility for all of the Division's managers and indirect supervisory responsibility for the remainder of the Division's staff. He/She also participates in a variety of Division, Department, and County groups and work teams, and provides leadership in the negotiation of labor contracts.





## The Ideal Candidate

First and foremost the County seeks an individual with well-developed management skills. He or she will be responsible for a Division that provides a broad array of services throughout the County. Therefore the director must be astute at managing for performance, creating a sense of teamwork among staff members, and be an excellent communicator with staff, elected officials, and the executive leaders of the County.

Given the highly sensitive nature of the work of this Division, there tends to be a great deal of public and media scrutiny. The new Director must be adept at handling such visibility and be able to work effectively with external stakeholders. The individual we seek must be politically astute without being overtly political and must clearly understand his or her role relative to the County's executive leadership, the County Executive, and the County Council.

The county seeks candidates adept at developing new and lasting partnerships in an environment where existing relationships may be tense. Other sought skills include the ability to monitor and report on performance, a willingness to openly communicate about areas where improvement is needed, and the capability to institute measures for continual improvement and reform.

King County is a largely unionized environment and while management/labor relations tend to be very positive, the ideal candidate will possess experience working in an organization with represented employees. He/She must also possess a track record of effectively dealing with human resources issues such as staffing, succession planning, discipline, and employee career development.

The ideal candidate will be flexible and adaptable to a rapidly changing, fast paced environment, and will model effective leadership and motivation to his or her staff at all times. He/She must demonstrate an appropriate level of confidence without ego, and must be able to respond to crisis situations in a calm, professional, and efficient manner.

The RALS division generates significant revenue for the County and, while the division continues to perform well in that respect, the County is experiencing the same budgetary pressures as other government entities. The new Director must be adept at managing in an environment with limited resources while continuing to provide the highest levels of customer service. The county seeks candidates with experience in the development of new funding sources through donations, entrepreneurial activities, and grants.



## Issues and Priorities

King County encourages new ways or models of doing business and the ability to involve others in developing, accepting and implementing these innovations.

- **Regional Animal Services:** The newly adopted model provides a humane animal services system with significant economies of scale and financial incentives for the unincorporated area of the county and over 25 contracting cities. This service promotes public health and safety, animal welfare and customer service, and contains costs for all participants. Because the new Director will play a key leadership role in implementing the new model, King County seeks candidates who are committed to the animal welfare, public health and safety goals of this new model. For more information please visit:



<http://www.kingcounty.gov/safety/AnimalServices/RegionalAnimalServices.aspx>

- **Records and Archives:** The County is considering a proposal that would result in the relocation and construction of a new records and archive facility. The new Director may be involved in negotiations and will be a central leader in designing and constructing the new facility. The new facility may provide the County with the ability to offer regional services to other governments.
- **Electronic Records Management:** The County is in the process of implementing a new Electronic Records Management System (ERMS). The new Director must get up to speed on the progress of the implementation and lead staff through the final stages of implementation and rollout.
- **Taxicab Commission:** The County is in the process of establishing a Taxicab Commission modeled after similar organizations around the country. The new Director will be involved in the final stages of putting this working group together and then staffing the Commission on an ongoing basis.

## To Apply

King County is a place of opportunity, fairness, equity and social justice where all people thrive. It attracts and supports employees committed to making a difference in their community and offers employees quality compensation and a competitive benefits packages. More information regarding these benefits can be found at: (<http://www.kingcounty.gov/jobs/benefits.aspx>).

King County is an equal employment opportunity employer. It does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any protected status.

Please send resume and cover letter electronically to:

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